

Sample Letter to Resource People

[Your School's Letterhead]

Date

Dear _____

I'm pleased that you are willing to take some time to meet my classes. As I mentioned when we talked, I want my students to have an opportunity to get to know you. We are studying Family Life and Sexual Health. The unit includes:

Puberty	Reproductive System
Pregnancy	Sexual Health and Hygiene
Decision-making	Sexually Transmitted Diseases (including HIV)
Teen Parenthood	Touch and Abstinence
Birth Control	Communication (how to say no, take no for an answer, etc.)

Individual students may need your help with questions, concerns, or problems. I hope that talking with you will encourage them to self-refer.

I will have students interview you. Their questions may include, for instance, where you can be found in the building, what services you offer, what you like about your job, or even such personal questions as your hobbies. You may want to bring something concrete to show them (a librarian might bring a few relevant books, a counselor might bring a stuffed animal from your office) or to give them (pamphlets, your business card). Feel free to share an anecdote or two.

The other resource people with whom you'll be sharing the limelight are:

You'll each have 10-15 minutes per class period on _____. I have classes at these times: _____.

Call me if you have any questions.

Sincerely,

Teacher, Principal, Counselor or Nurse

Telephone Number

Page left blank intentionally.